

Attention Homeowners, Builders, Contractors, Electricians and Plumbers:

We are now using View Permit software to process permits.

Beginning Monday, August 17, 2015 you will be able to apply for a Lexington Building, Electrical and/or Plumbing permit on-line.

Click on the link <https://www.viewmypermitct.org/preloginviews/loginpage.aspx?tid=32> , and follow the step by step instructions.

**Application will not be accepted without payment.**

Once you register on View Permit, you will be able to apply for permits from your office or home or at Lexington Town Offices.

Please include:

*(All requirements may not be necessary for some projects)*

1. Property Address – If new Property/Address, must first be authorized through Engineering Department
2. 2 Sets of Plans – CD of plans (pdf format acceptable) or USB stick
3. Estimated Cost excluding Cost of Land, Electrical, Plumbing/Gas
4. Description of work
5. Owner Authorization – separate sheet acceptable
6. Workers Compensation and/or certificate
7. Tree Warden Sheet if applicable
8. Waste Hauler/Rubbish Hauler
  - A. Address
  - B. Is hauler registered w/Board of Health?

**For New House (or additions)**

9. Proposed Plot Plan on CD or USB stick (CADD format)
10. Floor Areas
  - A. Basement floor area
    1. Finished
    2. Unfinished
  - B. Attached Garage floor area
  - C. Basement Garage floor area
  - D. First Floor Area
  - E. Second Floor Area
  - F. Third Floor Area
  - G. Open Porch/deck floor area
  - H. Covered/roofed porch/deck
  - I. Other-unfinished over garage
  - J. Mechanical
11. Total Number of Bedrooms and Bathrooms

Meeting with Building Commissioner is available for plan review (by appointment)

*(All requirements may not be necessary for some projects)*

1. **ALL Commercial Applicants NEED to Schedule a meeting** to meet with Building Commissioner for plan review (by appointment)
2. Property Address – If new Property/Address, must first be authorized through Engineering Department
3. 2 Sets of Plans – CD of plans (pdf format acceptable) or USB stick
4. Estimated Cost excluding Cost of Land, Electrical, Plumbing/Gas
5. Description of work
6. Owner Authorization – separate sheet acceptable
7. Workers Compensation and/or certificate
8. Construction Control Documents (most recent state form)
9. Narratives
10. Architectural
11. Fire Suppression
12. Fire Alarm
13. Energy Compliance, Com Checks
14. Waste Hauler/Rubbish Hauler
  - A. Address
  - B. Is hauler registered w/Board of Health?

We will be offering a Training Session at the Town Offices (date to be determined). If you have any questions please feel free to contact us at 781-698-4530.